

GRANTS & REVENUE SPECIALIST, DISTRICT ATTORNEY

DEFINITION:

Under general direction, to plan, develop, and monitor grants, fiscal, and revenue management programs for the District Attorney's Office; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Grants & Revenue Specialist, District Attorney is a one-position class allocated only to the District Attorney's Office. This position reports to the Grants & Revenue Coordinator, District Attorney and is responsible for grants, fiscal, and revenue management program development and monitoring activities related to fiscal control, accounting, and budgeting.

EXAMPLES OF DUTIES:

Plans, develops, and monitors grants and fiscal management activities; performs fiscal and revenue analysis; prepares the fiscal and expenditure plans for the department; performs fiscal control by monitoring expenditures and revenue realization; develops, recommends, and evaluates programs related to fiscal and revenue management; prepares narrative and statistical reports; assists in monitoring effectiveness of policies and procedures, and makes recommendations for revisions or improvement as appropriate; assists in coordinating the fiscal and analytical operations of the department, which may include, but not limited to, the functions of budgeting, fiscal control, accounting, grant preparation and analysis, and contract administration; conducts or directs management studies and special projects pertaining to a variety of administrative and operational problems; determines actions appropriate for improvement; advises management on findings and methods of effective solution; assists in coordinating the preparation of the departmental budget; reviews and analyzes budgets of various programs or departments; prepares budget requests and documents; monitors departmental budget needs and requests; prepares, coordinates, and reviews the preparation of grant proposals and applications for various District Attorney programs and projects; interfaces with governmental agencies' personnel, regarding requirements for obtaining funds and monitoring procedures; insures proper claiming of grant monies and adherence to grant requirements; presents proposals to various boards and commissions in order to gain approval for programs and projects; determines the effect of legislation on operations and programs within the department, and advises management of the legislative impact ; takes appropriate action in order to ensure compliance with existing rules and regulations; and explains new policies, procedures, methods, and systems.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and practices of The General Management System.
- Principles and practices of program development and evaluation.
- Principles and practices of grant preparation and monitoring.
- Fiscal analysis and management.
- Program and line item budgeting.
- Cost/benefit analysis.
- Principles and practices of public administration and management.

General Knowledge of:

- Statistical methods and concepts.
- County functions, organization, and operations.

Skills and Abilities to:

- Identify problems, evaluate alternatives, recommend and implement solutions.
- Analyze data and draw clear, accurate conclusions.
- Prepare, analyze, and monitor program and line item budgets and budget-related reports.
- Develop and direct fiscal and revenue management programs related to fiscal control, accounting, budgeting, purchasing, and facilities services.
- Prepare statistical and narrative reports.
- Perform mathematical calculations.
- Communicate effectively, orally and in writing.
- Develop and use computerized spreadsheets and applications.

EDUCATION/EXPERIENCE:

Education, training, and experience, which demonstrates possession of the knowledge and skills listed above. An example of such education/experience is: A bachelor's degree from an accredited college or university in public administration, criminal justice, or a closely related field, AND two (2) years of experience at the level of an Administrative Analyst II with the County of San Diego, preparing and administering large Federal or State grants and revenue programs in a large public agency or in an organization affiliated with public agencies. Experience in a law enforcement agency is highly desirable.

SPECIAL NOTES, LICENSES AND REQUIREMENTS:**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).